

## Add New NEINET Guest Account

- NEINET is for guests and vendors only. All State employees requesting wireless connectivity on a State-issued device have access to use NE1SECURE with Active Directory (AD) credentials.
  - Please do not create guest accounts for State employees. These accounts will be monitored and any guest account created for a State employee will be immediately disabled.
  - If a State employee is having issues connecting to NE1SECURE, please issue a Help Desk ticket. The ticket will be worked and resolved directly with the user.
1. Log into NCS (Cisco Prime Infrastructure) <https://ncs.nebraska.gov>.
    - a. Use your STN AD credentials.
  2. Click the -- Select a command -- drop down menu in upper right corner.



3. Select "Add Guest User."
4. Click "GO."



5. On the General Tab.
  - a. Type a User Name.
    - i. Use firstname.lastname for naming convention.
  - b. Type in a password, twice.
    - i. Check the box for "Generate Password" (we do not have a method to send an email to the user in this system).

Prime Infrastructure

Guest Users / Create a Guest User Account

General Advanced

Please use "Import from file" option in the Advanced tab for bulk creation.

**Guest Information**

User Name

Generate Password

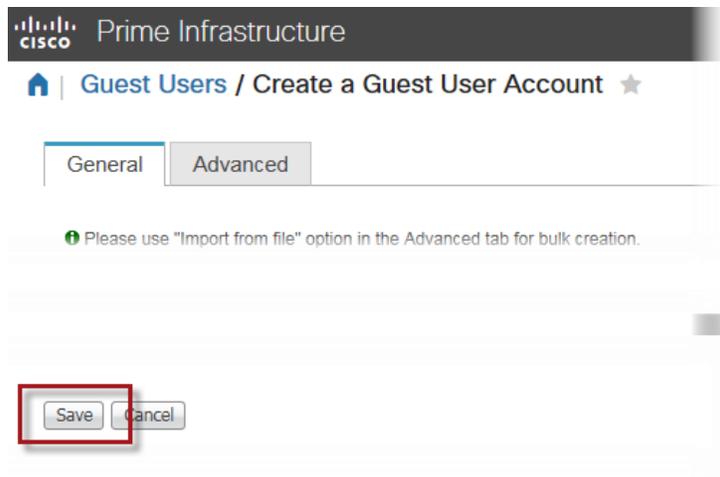
Password

Confirm Password

Description Wireless Network Guest Access

6. Advanced Tab – you should not have to make any changes on this tab.

7. Click "Save."



8. If you click on Print/Email Credentials, please note that the feature for emailing credentials is currently not available.

